

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WDB STAFF

SUBJECT: LWIA ADMINISTRATORS' QUARTERLY MEETING MINUTES—
JANUARY 5, 2001

The minutes and revised agenda from the Local Workforce Investment Area (LWIA) Administrators' Quarterly meeting held at Downtown Marriott in San Francisco on Friday, January 5, 2001, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Sherry Leahy, at (916) 653-6657 or James W. Scholl, at (916) 657-4610.

/S/ BILL BURKE
Chief

Attachments

LOCAL WORKFORCE INVESTMENT AREA ADMINISTRATORS' QUARTERLY MEETING

Friday, January 5, 2001

Agenda

9:00 a.m.	Welcome/Agenda Building/Hot Topics	Bill Burke, Workforce Investment Division (WID)
9:30 a.m.	Healthy Family Initiative	Jody McCoy, California Health and Human Services Agency
10:00 a.m.	Customer Satisfaction and Eligible Training Provider List	Liz Clingman, WID
10:30 a.m.	Collaboration with Local Workforce Boards on EDD's Long-Term Unemployment Project	Michael Bernick, Director, Employment Development Department
10:50 a.m.	Monitoring Under WIA	Rich Keene, Compliance Review Division
11:05 a.m.	Labor Market Information Division (LMID) Program Planning Information	Richard Holden, LMID
11:45 a.m.	Lunch	
1:15 p.m.	Roundtable Discussion: DOL Reporting, Eligibility, Service Strategies, etc.	Liz Clingman, WID
3:00 p.m.	Adjourn	

LOCAL WORKFORCE INVESTMENT AREA (LWIA) ADMINISTRATORS' QUARTERLY MEETING MINUTES

Friday, January 5, 2001

Welcome/Agenda Building/Hot Topics—Bill Burke, Workforce Investment Division (WID)

- Larry Fitch from the San Diego LWIA received the National Alliance of Business Outstanding Performance Award.
- The new Executive Director for the State Workforce Investment Board (SWIB) is Andrew Baron from the Department of Industrial Relations. He will begin his duties in February.
- The State Plan amendments and additions for the Strategic Youth and Strategic Capacity Building plans were passed at the SWIB's last meeting. The plan has been forwarded to the Department of Labor (DOL).
- A total of 36 Rapid Response applications were received by the initial December 19, 2000 deadline and forwarded to the California Health and Human Services Agency (Agency) for approval.
- The recommendations for State Approved Local Training funding has been approved by the Department and forwarded to Agency. The response from Agency is expected in the near future.
- The Department received over 230 proposals for the Faith-Based Initiative, totaling over \$87 million. On December 28, the Governor sent letters to 21 successful organizations. The Department is currently awaiting the Administration's approval to release the list of successful awardees.
- Congress has approved the two-year extension for the Welfare-to-Work (WtW) grant program. This is not an automatic extension; each state must make a formal application. California will apply for the extension based on the anticipated DOL guidance letter.
- The Caregivers Training Initiative (CTI) recommendations are currently under review by Agency and the Governor's Office.

Customer Satisfaction and Eligible Training Provider List (ETPL)—Liz Clingman, WID

An Information Bulletin (*WIAB00-36, Customer Satisfaction Surveys for WIA*) was released for review on October 27, 2000 with a ten-day comment period. Based on limited comments received, two revised draft survey instruments were distributed at this meeting. An inter-agency agreement will be established to conduct the survey at the State level. The State will ensure that the contractor has the facility to administer the survey in different languages. The administrators expressed concern that the State-level surveys do not necessarily accord well with those that have already been developed by local areas. If you have any additional questions concerning the survey, please e-mail Diane Bonar at dbonar@edd.ca.gov. The WID will put together a State-local workgroup to further refine the customer satisfaction surveys, along with a conference call scheduled for January 11, 2001.

On an interim basis, the Department is going to use the I-TRAIN Internet application for distribution of the ETPL on the Internet. The State has drafted a no-cost agreement with South Bay that is in final clearance with the Department's Contracts Unit. The clearance should be completed by the end of January.

Collaboration with Local Workforce Investment Boards on Employment Development Department's (EDD) Long-Term Unemployment Project—Michael Bernick, EDD

The Job Service Division (JSD) received Governor's 15 Percent Discretionary Funds to operate a WIA Adult Services program targeting long-term unemployed individuals. Mr. Bernick stated these funds are to provide staff-assisted core services and intensive services to eligible clients. He said the JSD would be held to performance accountability as prescribed by WIA regulations, and the program was projected to run from November 1, 2000, through June 30, 2001. These funds would be used for a very hard-to-serve group. Although everyone acknowledged the value in the project, the administrators expressed concern because they had not been consulted about the project prior to the decision. Mr. Bernick indicated a plan to have the local EDD Division Chiefs discuss the project with local partners, including the LWIA Administrators, and develop a strategy on how the project would be delivered and coordinated within the LWIA. Since close coordination at the local level is crucial, Mr. Bernick indicated a willingness to meet on future similar efforts with a representative group of LWIAs to discuss program design prior to pursuing funding. The administrators also asked if some of the funding could be set aside for supportive services. The JSD staff will review the need for supportive services. Originally, the Long-Term Unemployed resources were scheduled to end June 30, 2001, but will probably be carried forward to December 31, 2001.

Monitoring Under Workforce Investment Act—Jessie Mar, Compliance Review Division

For the remainder of Program Year 2000-01, the Compliance Review Division (CRD) will conduct one onsite review for WIA fiscal/procurement activities and three desk reviews. The onsite reviews are scheduled for February through April 2001. Each LWIA will be contacted in January to set a review date. The LWIAs who have low expenditure levels will likely be scheduled for the later reviews.

The desk reviews will be based on the LWIA's response to the self-evaluation guides sent to the LWIAs. The three self-evaluation guides will focus on the LWIA's programmatic operations, administrative operations, and compliance to equal opportunity requirements. The self-evaluation guides will be sent to the LWIAs by the end of January or beginning of February. The response due dates will be staggered to allow for sufficient time to complete the guides. In addition, the CRD will begin to monitor the second round of WtW 15 percent projects. These reviews are scheduled to begin in May. The LWIAs will be contacted in April.

The relationship for provision of technical assistance in the past has been that the technical assistance was officially the responsibility of the Job Training Partnership Division (JTPD), now WID. As technical assistance needs occurred, the monitors referred those requests to the JTPD program managers, who are now the Regional Advisors. Both the Regional Advisors and the monitors will now provide technical assistance. The monitors will only provide technical assistance onsite specific to the monitoring review and the Regional Advisors will continue to provide or facilitate overall technical assistance. Monitors will refer requests for technical assistance requiring extensive research, which are not included in their monitoring review to the WID for further technical assistance.

Labor Market Information Division (LMID) Program Planning Information—
Richard Holden, LMID

Richard Holden explained the following LMID services:

- Local Area Consultants—These individuals function as the account executives for Labor Market Information to the local areas, which includes the LWIA, the economic development community, community colleges and news media. These consultants can provide local labor market information for grant applications and regional needs.
- California Cooperative Occupational Information System (CCOIS)—The LMID partners with LWIA staff to collect local occupational information on certain occupations based on local needs.
- California Mass Lay Off Statistics Dissemination Pilot—Ten LWIAs are participating in a pilot program that provides information on those employers who had mass layoff events disclosed under the Worker Adjustment and Retaining Notification Act. Based on survey input from these ten LWIAs, this program may expand to all of the 50 LWIAs.
- Projections and Program Planning Information—Projections and program planning information supports LWIA planning purposes. It includes local information on welfare recipients by program, offender data, detailed labor force information and characteristics from the 1990 Census. Since this information was not tailored to the WIA needs, LMID is asking LWIAs to participate in a workgroup that will provide input to improve next year's planning data to the LWIAs.

Roundtable Discussion: DOL Reporting, Eligibility, Service Strategies, etc.—
Liz Clingman, WID

Rather than eligibility and service strategies, the biggest concern expressed by the administrators was reporting and that the Job Training Automation (JTA) system has

been developed to get the data in, but not to abstract the necessary data out of the system. Further complicating the situation, there are varying levels of expertise among the local management information system (MIS) administrators. Some are not sufficiently skilled in SQL Assist to write the precise query statements to get local data. Based on this need, Liz Clingman agreed to review the JTA system priorities with a focus on local reports and completion of the performance calculations. Once completed, these performance calculations will be directly accessible by the LWIA without additional State intervention. This will help, but local administrators are still concerned about the lack of timely performance data due to the lag in the availability of the Base Wage data.

Completion of the WIA module for the JTA system has been hindered by changing federal reporting requirements and a lack of sufficient skilled information technology resources. The WID management team will meet with the EDD Information Technology management team to determine resource needs and evaluate system implementation. Liz Clingman will report out to the next Advisory Committee meeting on the system workplan and priorities for system completion. Liz indicated that the federal reporting guidance allows for incremental data collection; however, providing local areas with this flexibility would require JTA system rework. The local areas indicated they would rather the State get the automation system functional with local reports and performance reports, rather than re-engineer the system to allow for incremental data collection.

Due to the complexity of the WIA performance indicators, local areas would like a primer. Liz and her staff will discuss the possibility of developing a primer.